Monday 4th February 2013

Dear Parents/Guardians,

Blackburn Lake Primary School offers a range of activities that require the written consent of parents and guardians. To save extensive paperwork several of these activities can be covered by gaining your written consent only once each year. Please read and keep these explanatory notes for your personal reference.

Please sign and return the attached consent page to your child’s teacher as soon as possible.

Student Engagement and Wellbeing

The Blackburn Lake Primary School Student Engagement and Wellbeing Policy is an important document which was originally produced in late 2010. The Student Management at Blackburn Lake Primary – Developing Positive Classroom Learning Communities document should be read carefully by each parent and its intent/meaning discussed with your child/ren. It outlines the procedures and expectations of our school and our community in regards to the wellbeing, engagement and behaviour at school of our students.

The Student Management at Blackburn Lake Primary document can be accessed through the News - Notices link at the top of our school homepage @ www.blps.vic.edu.au or alternatively parents may collect or request a hard copy from the school office.

Local Excursions

Blackburn Lake Primary School is well situated, enabling our students to visit a wide area of our community, without the necessity for a bus or other transport. Within easy walking distance we have: Blackburn Lake Sanctuary, parks, sporting venues, shops and places of interest. As we wish to involve the students in enriching experiences while at school, teachers would like to utilise these facilities.

Where possible we try to give advance notice that the children are leaving school on a short walking excursion, however on some occasions an opportunity may arise when the time is too short.

(Note: A separate form will be issued for signing with regard to all excursions, swimming and camps that require students to cross a main road or to travel in vehicles.)

Religious Education

Religious Education in schools is provided for under the Education Act where instructors are available for 30 minutes per week. The program “Religion in Life” follows the non-denominational agreed syllabus of the Council for Christian Education in Schools. All instructors are accredited with the Council for Christian Education in Schools and approved by the Director of Schools.

The agreed syllabus “Religion in Life”:

- complements lesson themes and current Departmental policy
- helps children explore their own lives for meaning and purpose
- introduces children to the religious life and ideas of their community
- provides some understanding of stories, festivals, worship and symbols of the Christian faith in the community
- respects children’s rights to uphold their own opinions while providing a broader understanding of this major influence on contemporary Australian culture.

At Blackburn Lake Primary School our instructors conduct the program with the supervision of your child’s class teacher at a time which minimises disruption to our school programs.
Viewing Of ‘PG’ Rated Media
There are specific occasions when teachers may wish to screen videos/DVDs for students which support and enhance the classroom program. Videos/DVDs which are ‘G’ rated may be shown without parent consent, however, ‘PG’ rated videos/DVDs require written authority from parents for students to view them. Any such film would be carefully chosen by the teacher and the staff would preview the film before presenting it to the students.

Consent to your child viewing videos/DVDs in this category will assist with classroom programs and planning across the school.

Student Use of Internet
Students regularly use the Internet at Blackburn Lake Primary School in a responsible manner for purposes organised by their teacher. For the well-being of all, and to look after school property, all students are expected to work within the following rules:

1. Students will only use the Internet as their teacher instructs them. It is a tool to help me learn and not a toy.
2. Students will abide by generally accepted rules of ‘net etiquette’: be polite, use appropriate language and respect other people’s work and their privacy.
3. Students will not give out any personal information about other people, the school or themselves over the Internet. This includes full name, address, phone number or other identifying information.
4. Students will only use first names.
5. Students will never try to access inappropriate material over the Internet.
6. Students will IMMEDIATELY click on HOME or turn off the screen if an unsuitable/inappropriate website is accessed. The student will call the teacher for assistance.
7. Students will not respond to any messages that are mean, inappropriate or in any way make them feel uncomfortable. The student will call the teacher for assistance.
8. Students will agree to take care of the equipment they use.

Breaches of the rules will see students lose Internet access rights for a period of time determined by their teacher and the Principal.

Student Photos for Displays, Media & Website
The school’s learning environment should be stimulating and motivate the student to learn. Children are inspired when they see that their efforts are truly valued. At Blackburn Lake PS we want our school environment to reflect the students’ learning.

Photographs or digital footage are often taken during the school day of students involved in a range of curriculum programs and school activities. These may be taken by school personnel, or by a professional photographer. Sometimes these photographs are selected for external publications such as magazines, displays in and out of the school, or in the local media.

If the occasion arises that your child is included in photographs taken at school, and the photos are selected for public display, I am seeking your permission that these photos may be used to publicise our programs and market our school. Students’ names are not published with photographs/footage.

Our school web site is an evolving site that is continuously updated. We seek permission to use your child’s image as part of this site. No child’s name will be used on the website.

Please sign and return the attached consent sheet to your child’s teacher as soon as possible

Jason Walker
Principal
walker.jason.r@edumail.vic.gov.au
BLACKBURN LAKE PRIMARY SCHOOL STANDARD PERMISSION FORM 2013

Please return one form per child to the school as soon as possible.

Student Name: ................................................................. Class: ............

Student Engagement & Wellbeing

I do/do not understand that the school has a comprehensive policy on Student Engagement and Wellbeing and that bullying is not tolerated in any way by the school. We have read the Student Management at Blackburn Lake Primary – Developing Positive Classroom Learning Communities document and discussed its meaning with our child.

Local Excursions

I do/do not give permission for my child to take part in any local walking excursion in our neighbourhood.

Where it is impractical to communicate with me, I authorise the teacher-in-charge of the excursion to consent, to my child receiving such medical or surgical treatment as may be deemed necessary.

Religious Education

I do/do not give permission for my child to participate in the weekly Religious Education program throughout 2013. Following DEECD guidelines, only students with parent consent are able to attend CRE, and parents may withdraw their child from classes at any time by notifying the school Principal in writing.

Viewing of ‘PG’ Rated Media

I do/do not consent to my child, to view selected videos/DVDs related to classroom programs which are rated ‘PG’.

Student Use of Internet

I do/do not give permission for my child, to use the Internet at school for educational purposes in accordance with the school’s rules and guidelines. I understand the school will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable material.

Student Photos for Displays, Media & Website

I do/do not give permission for my child to have their image / work samples used in displays by the school. I understand that this may include The Lakeside News, newspapers, brochures, displays, pamphlets, handbooks, Internet web pages and DVDs.

If you answered ‘do’ to the question above, you have finished and this signed form is to be returned to school asap. If you have answered ‘do not’ to the question above, please answer ALL statements below:

I give my permission for you to use the photographs/digital images of my child (please delete what is not applicable):

<table>
<thead>
<tr>
<th>Display Purposes</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspapers / Brochure</td>
<td>YES / NO</td>
</tr>
<tr>
<td>School Web Site</td>
<td>YES / NO</td>
</tr>
<tr>
<td>The Lakeside News (newsletter)</td>
<td>YES / NO</td>
</tr>
<tr>
<td>External Publications such as magazines</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

Signature of Parent / Guardian ....................................................... Date: …… / …….. / 2013